



Eastern Tier Interoperability Consortium

Interoperability Communications Project – Phase I, Needs Assessment

MANAGEMENT INFORMATION SERVICES (MIS)

STATUS REPORT for the period

**May 28, 2005
Through June 24, 2005**

(This reflects the Northrop Grumman Invoicing Cycle)

PREPARED BY: Northrop Grumman



SECTION 1 – OVERALL PROJECT STATUS

Introduction

From the Proposal Abstract:

Eastern Tier Interoperability Consortium is working to become Project 25 (P25) compatible allowing communications between all emergency service agencies in the following counties: Carter, Custer, Dawson, Fallon, Garfield, McCone, Powder River, Prairie, Richland and Wibaux. These counties do not have the ability to communicate effectively. This is a collaborative effort and our needs meet the goals and objectives of the Montana Statewide Interoperability Plan. The E.T.I.C. will propose to broaden the state's plan, by opening up communications with neighboring states of North Dakota, South Dakota and Wyoming. This abstract is an addendum to the Dawson County CDP abstract approved by the SIEC on October 6, 2004. The E.T.I.C. is made up of (10) ten Counties, which represent (8) eight Communication Centers, (25) Fire Departments, (5) Police Departments, (10) sheriff's departments, (10) EMS Ambulance services and (1) Regional Prison.

Our goal is to develop a multi-county interoperable communication system to improve coverage and dependability by upgrading existing equipment with P25 compatible equipment. We will achieve this goal by conducting engineering studies, assessing current operating systems to identify interoperable needs, and purchasing P25 compatible equipment needed to facilitate the framework. This equipment will include mobile and portable radios, microwave radio towers, mobile repeaters and vehicular repeaters. The E.T.I.C. project is contingent upon the completed assessment to meet P25 Standards. The consortium's LEPC's have developed a strategic plan to implement the P25 incorporation.

Northrop Grumman was given the go-ahead to start the project. The scope of this, the first Phase of the project, is (from the Statement of Work): "...a broad Needs Assessment of the ten member counties of ETIC, a Gap Analysis to determine the gap between where ETIC members are today and where they desire and need to be, as determined by the Needs Assessment. The project will produce a high-level schedule and workplan, to fill that gap, and a high-level cost to implement it."



Project participants include:

Name	Representing	Project Role
Chief Alan Michael	Glendive PD	Dawson County Representative
Undersheriff Denny Palmer	Richland County	Richland County Representative
Candy Loehding	Montana DES	Carter County Representative
Dale Osborne	Montana Highway Patrol (MHP)	MHP Representative
Chuck Lee	Dispatch, Fallon County	Participant
Jim Zabrocki	Montana DES	Custer County Representative
Helen Conradsen	Montana DES	Dawson County Representative
John Pisk	Montana DES	Prairie County Representative
Frank Datta	Montana DES	Wibaux County Representative
Sheriff John Blain	Powder River County	Powder River County Representative
Sheriff Dave Harris	McCone County	McCone County Co-representative
Mistica Hisdahl	Montana DES	McCone County Co-representative
Sheriff Kelly Pierson	Garfield County	Garfield County Representative
Sam Thielen	Montana DES	Fallon County Representative
Bob Brenner	TAB Electronics	Radio Shop for several agencies
Paul Grutkowski	EastMont Communications	Radio Shop for several agencies
Scott Bradford	Montana Public Safety Services Bureau (PSSB)	PSSB Representative
Chris Christenson	Montana Public Safety Services Bureau (PSSB)	PSSB Representative
Terry Young	Montana DES	State of Montana
Norman Parrent	Montana DES	District IV
Mark Adams	Northrop Grumman	Project Consultant
Keith Lavender	Northrop Grumman	Project Manager

Current Overall Project Status

Stakeholder meetings were held in the final three of the ten counties in the consortium. Questionnaires have been received back from some of the stakeholders in these counties. Project Manager distributed minutes from each of these meetings.

Project Manager continued compiling statistics from the completed questionnaire, including Communications Improvements and Critical Success Factors.

Some site surveys were received from East-Mont Communications.

Project is currently on time and on budget.



County-By-County Overall Status

1. Wibaux – Meetings in Wibaux were held June 9th, 2005. Status of material needed from this county is:
 - A. Stakeholders List – Not received
 - B. Questionnaires – Not received
 - C. Letters of Support – Not received
2. Richland – Status of material needed from this county is:
 - A. Stakeholders List – Received
 - B. Questionnaires – Received
 - C. Letters of Support – Not received
3. Prairie – Status of material needed from this county is:
 - A. Stakeholders List – Received
 - B. Questionnaires – Received
 - C. Letters of Support – Not received
4. Powder River – Status of material needed from this county is:
 - A. Stakeholders List – Not received
 - B. Questionnaires – Not received
 - C. Letters of Support – Not received
5. McCone – Meetings in Circle were held June 9th, 2005. Status of material needed from this county is:
 - A. Stakeholders List – Not received
 - B. Questionnaires – Received
 - C. Letters of Support – Some received
6. Garfield – Meetings in Jordan were held June 7th, 2005. Status of material needed from this county is:
 - A. Stakeholders List – Not received
 - B. Questionnaires – Received
 - C. Letters of Support – Not received
7. Fallon – Status of material needed from this county is:
 - A. Stakeholders List – Received
 - B. Questionnaires – Not received
 - C. Letters of Support – Not received
8. Dawson – Status of material needed from this county is:
 - A. Stakeholders List – Received
 - B. Questionnaires – Received



C. Letters of Support – Received

9. Custer – Status of material needed from this county is:
 - A. Stakeholders List – Sent to Chief Michaels, not received by PM
 - B. Questionnaires – Received
 - C. Letters of Support – Sent to Chief Michaels, not received by PM
10. Carter – Status of material needed from this county is:
 - A. Stakeholders List – Received
 - B. Questionnaires – Some received
 - C. Letters of Support – Not received

Completed Site Surveys

1. East-Mont Communications
 - Garfield County, East Repeater
 - Garfield County, West Repeater
 - Garfield County, North Repeater
 - Garfield County, South Repeater
 - Jordan Base
 - Home Creek (Powder River County)
 - Fallon (city) Site
 - Miles City PD (VA Hospital)
 - Knowlton (Custer County)
 - Government Hill (Custer County, three sites)
2. TAB Electronics
 - Some completed, but not received by PM yet.

SECTION 2 - ACTIVITIES IN PROGRESS

ACTIVITIES ACCOMPLISHED AS PLANNED

- ◆ Project Manager held county stakeholder meetings in remaining three counties.
- ◆ Compilation of relevant and important statistics from questionnaires was continued.
- ◆ Some site surveys were completed by TAB Electronics and East-Mont.
- ◆ Project Manager continued contacting non-county stakeholders.

ACTIVITIES ACCOMPLISHED (UNPLANNED)

- ◆ None.

ACTIVITIES NOT ACCOMPLISHED AS PLANNED

- ◆ Did not get completed material from all counties.

ACTIVITIES PLANNED FOR NEXT PERIOD

- ◆ County Reps to:
 - ◆ Finalize list of participating stakeholders, if not completed already.
 - ◆ Finish contacting all stakeholders, providing them with Questionnaire, if not completed already.
- ◆ Project Manager to:
 - ◆ Assist County Reps as requested.
 - ◆ Continue contacting non-county stakeholders like Forest Service.
 - ◆ Possibly set up a meeting with non-county stakeholders in Billings (FBI, etc.).
 - ◆ Continue assembling information into deliverable form.
 - ◆ Coordinate the completion of site surveys.



SECTION 3 – STATUS OF MILESTONES AND DELIVERABLES

As the project progresses, more milestones will be added, with completion dates.

Milestones	Planned Finish Date	Revised Finish Date	Actual Finish Date	Status	Comments
Project Kickoff	4/14/05		4/14/05	C	
Completion of County Stakeholder Meetings	6/6/05	6/9/05	6/9/05	C	
Completion of Site Surveys	6/30/05	6/30/05		IP	
Compilation of Questionnaire, Survey, and etc. material for deliverable	7/15/05			IP	
First Draft of Deliverable	7/31/05				
Final Deliverable Due	8/31/05				
Project Sign-off	8/31/05				
IP = IN PROGRESS			C = COMPLETED / ACCEPTED		



SECTION 5 - FINANCIAL STATUS

Invoice Activity & Financial Summary

Invoice Activity				
Reporting Period	Design & Development		Total Invoice	
	Hours	Hourly Total	Other Costs (Travel)	Amt. Billed
4/29/2005	59.2	\$7,992.00	\$557.36	\$8,549.36
5/27/2005	117.7	\$15,889.50	\$1,337.80	\$17,227.30
6/24/2005	53.2	\$7,182.00	\$1,627.45	\$8,809.45
Total Billed	230.1	\$31,063.50	\$3,522.61	\$34,586.11
Financial Summary				
Description		Dates/Amounts		
Current Project End Date			8/31/2005	
Original Project Cost			\$70,049.00	
Total Funded Value as of Period End Date			\$70,049.00	
Total Billed to Date			\$34,586.11	
Remaining Funded Value			\$35,462.89	



SECTION 6 - PROJECT STAFFING

As of the end of the reporting period, the following staff are (or have been) assigned to the project for some level of effort:

Mark Adams – Mr. Adams is assigned to the project as a consultant. He will be used by the Project Manager as necessary for consultation.

Keith Lavender – Mr. Lavender is the Project Manager.

SECTION 7 – CUSTOMER RESPONSIBILITIES

- ◆ Control Scope – In each project or work order that Northrop Grumman undertakes, it is critical that the scope of expectations from our customers be clear and unchanging. If the scope does need to change, documentation to support this and clarify it is required. The Decision/Information Request (DIR) and Project Change Request (PCR) documents and processes will be used to control and document change.
- ◆ Respond to Project Control Documents in a Timely Manner - It is critical that Issues, DIRs and PCRs be responded to in a timely manner by our customer. Untimely responses may impact the ability to complete important project tasks.
- ◆ Make Policy Decisions – The ETIC will provide detailed and accurate policy decisions in order to allow the timely progress of system design and development.
- ◆ Review Deliverables – It is the responsibility of the clients to thoroughly review all project deliverables. Since the client is the one who ultimately knows and understands the business requirements better than anyone else, the responsibility of making sure all business requirements are met largely falls on their shoulders. Careful and thorough review of all project deliverables will help ensure the success of the project.
- ◆ Coordinate County-Level Contacts And Information Gathering – The County Representatives of the ETIC are responsible for coordinating the contacting of project stakeholders at the county level and information gathering from those stakeholders.

SECTION 8 – PROBLEMS/ISSUES ENCOUNTERED

1. 4/29/05: Bob Brenner's (TAB Electronics) ability to get all the site surveys done in a timely fashion is an issue. This is simply because there are so many of them to do (nine of the ten ETIC counties) and he is only one man with a schedule that is already full. These may not get completely done until late in the Phase I timeframe (July or August). If it is delayed beyond that, it will impact the completion date for Phase I.

Bob indicated in a phone conversation with Keith on 5/4/2005 that he (Bob) should probably be able to get started on some of these the week of 5/9/2005.

5/27/05: TAB Electronics and EastMont have committed to getting this work done. TAB has done some already, but didn't want to put anymore time into it until the consortium decided about payment. Project Manager does not believe it to be an issue any longer.

2. 4/29/05: In addition to Bob's time (see above), there is the issue of paying Bob (and EastMont in Custer county) for their time. At the ETIC meeting on 4/14, it was discussed that the consortium would pay these people for their time. Was this actually approved by the consortium? Has an agreed-upon rate for their time been set? Hourly? "Site-ly?"

5/27/05: At the ETIC Board Meeting on Thursday, May 26, 2005, the consortium board members voted to pay TAB Electronics and EastMont Communications for their time surveying the sites. This is not an issue any longer.

3. 6/24/05: Some county representatives have had difficulty finding the time to provide the Project Manager with their stakeholder lists, their letters of support, and their stakeholder questionnaires. Since the Project Manager is now in the process of creating the final deliverable, these delays are beginning to potentially have an impact on his ability to get that deliverable done in time.



SECTION 9 - APPENDICES

- ◆ Gantt Chart, if appropriate
- ◆ Decision/Information Request (DIR) Log (none issued at end of period)
- ◆ Project Change Request (PCR) Log (none issued at end of period)
- ◆ Issue Report Log (none issued at end of period)
- ◆ Problem Report Log (none issued at end of period)